

INCUMBENT INFORMATION REQUEST

INVITATION FOR BIDS

Complete Pharmacy Services for the Holly Center, Deer's Head Hospital Center, Western Maryland Hospital Center, Regional Institute for Children and Adolescents-Baltimore and the John L. Gildner Regional Institute for Children and Adolescents

See Addendum #1 - #6 Attached



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary

Office of Procurement and Support Services Gary I. Goldberg, C.P.M., CPPO, Director

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Complete Pharmacy Services for the Holly Center, Deer's Head Hospital Center, Western Maryland Hospital Center, Regional Institute for Children and Adolescents-Baltimore and the John L. Gildner Regional Institute for Children and Adolescents

OPASS 09-9711

Addendum #1

Issued: April 24, 2008

All persons who are known by the Issuing Office to have received the above-referenced RFP are hereby advised of the following revisions:

The title page, vendor comments (page 2), billing and payment provisions (page 33) which list the Solicitation Number should be changed to read OPASS 09-9711 instead of DHMH OPASS 09-AT3164.

Page 6 - C. 2. Mandatory Qualification/Requirements – remove “ ..the Maryland Department of Health and Mental Hygiene (DHMH) Office of Health Care Quality (OHCQ)”

C. 3. remove “(including option years if exercised)”

C. 3 Add new #4 to be “Qualifications of the primary pharmacist shall include 5 years of experience related to service hospitals and long term care facilities.”

C. Mandatory Qualifications/Requirements:

2. The contractor shall insure that throughout the term of the contract all applicable licenses, certifications, and accreditations are maintained. These shall include, but are not limited to, licensure standards of the Maryland Board of Pharmacy. Evidence of these certifications shall be provided with the bid and as may be subsequently requested .
3. The Contractor shall have and maintain for the entire contract term a current permit issued by the Maryland State Board of Pharmacy and shall provide only pharmacists currently licensed by the Board of Pharmacy.
4. Qualifications of the primary pharmacist shall include 5 years of experience related to serving hospitals and long term care facilities.

Page 7 – E. Deliverables 1. Medication and Medication Packaging: b. Add the sentence – Expiration dates will be provided as required by law.

Deliverables 1- Add O. The Contract shall provide a copy of the contractor's policies and procedures' manual.

Page 9 – E. Deliverables 2. Medication Delivery a. Delete the second sentence

E. Deliverables

- b. The Contractor shall supply all medications, both prescription and over the counter, as well as miscellaneous medical supplies, diabetes supplies, ostomy supplies and other items normally supplied by pharmacies, as ordered by the Facilities. **Expiration dates will be provided as required by law.**
- o. The contractor shall provide a copy of the contractor's policies and procedures' manual.

2. Medication Delivery

- a. Medication delivery is the complete responsibility of the Contractor.

Page 12 – **i. BACKGROUND CHECK OF EMPLOYEES** – include subcontractors

i. BACKGROUND CHECK OF EMPLOYEES

- 1. The Contractor shall submit an information release form for each employee of the Contractor **and subcontractors** who will be providing services on any facility campus (whether this be a pharmacist, a courier, or other employee) which will be used by the facility to review background and qualifications. The reviews shall include, but are not limited to the following:

- Past work history
 - Character
 - Education
 - Military records

The Contractor shall obtain at contractor's expense, a Criminal Justice Information System (CJIS) criminal background check for each pharmacist or courier performing services. The State also reserves the right to inquire directly to the Board of Pharmacy as to the status of any pharmacist at the cost of the Contractor. Until a successful CJIS criminal background check is completed (approximately one month), a pharmacist or courier may not work under this contract. A CJIS background check is necessary and must be completed within one (1) month of receiving award. The Contractor shall provide copies of the background check to the contract monitor to be kept on file. The State reserves the right to reject any pharmacists or couriers based upon the results of the background check.

All costs of above background check of employees to be the responsibility of the contractor.

2. If the bidder submits a copy of their policies and procedures regarding documentation as provided in paragraph 1 (above) that shows that they collect the requested information in a timely manner and retain it on their premises. The Facility does not have to be sent this information unless specifically requested by the Contract Monitor. Notwithstanding this, information concerning the primary pharmacist must be supplied promptly without a specific request.

Page 16 - **7. Equipment To Be Supplied** – a. Medical Carts – Add the sentence – The Contractor shall provide a loaner or replacement care in the event the medical cart is out of commission.

7. Equipment To Be Supplied

a. Medication Carts

Based on current censuses, the Contractor shall provide medication carts and cassettes for each Facility as described below. Each medication cart shall have a locking storage area containing individual draws for each client's medication and an area that is under double lock for storing of controlled substances. The Contractor shall furnish this equipment in good working condition without undue blemishes, chips, scratches or stains. Each Facility shall be the sole judge of the acceptability of the equipment. The equipment shall be the property and responsibility of the Contractor. The Contractor shall be responsible for repair, maintenance or replacement of the carts should they become unusable, inoperable or no longer secure. Restoration to safe working order shall occur within 24 hours of notification of problem. An extra full set of all keys to all medication carts will be maintained in each Facility in a place specified by each Facility's contract monitor. **The Contractor shall provide a loaner or replacement care in the event the medical care is out of commission.**

Page 18 – **8. Forms and Publications** – b. has been revised..

- b. The contractor will annually provide one copy of the current Physicians' Desk Reference (PDR) to each Facility. Also, the contractor will annually provide a reasonable number copies of the current PDR Nurses Drug Handbooks as requested by each Facility. The Handbooks shall be population specific, if available.

Page 18 – **9. Reports** – add vi.

- vi. The Contractor and the pharmacist are to include full name and address on all forms and reports.

Page 21 – **G. Bid Submission Requirements** – insert “Along with the Mandatory Items...” And under a. change ...”within the past two years” to “within the past five years”

G. Bid Submission Requirements:

Along with the Mandatory Items, the bidder shall submit one copy of the following with each bid submission:

- a. Two references for which hospital pharmacy and/or long-term care services have been/are being provided within the past **five** years. For each reference provide the name, address, type, size of the account, approximate dollar value, and a contact person identified by name, title and telephone number.

Page 24 – Bid Sheet has been changed - Revised sheets will be sent as soon as possible.

All other terms and conditions remain unchanged.

This Addendum is issued under the authority of State Procurement Regulations, COMAR 21.05.02.08 and with the approval of the Procurement Officer DHMH.

April 24, 2008

Date

Gary J. Goldberg

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Procurement Officer, OPASS

Maryland Department of Health and Mental Hygiene

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Addendum #2

Issued: April 29, 2008

All persons who are known by the Issuing Office to have received the above-referenced RFP are hereby advised of the following revisions:

Page 24 – Bid Sheet has been changed - Revised sheets attached Attachment I a-f.

Please note that the State is not liable for quantity estimates. There is no assurance that facilities will purchase the quantity used for the bid. Also, even though there are designated OTC bid sheets by facility, vendor shall not vary the price among the facilities. All facilities retain the right to purchase OTC items at the price listed on another facility's OTC listing at the price specified in the bid.

All listing of OTC items (Attachments IIIa-e included in this addendum) are PER YEAR. Bidders are urged to clarify any questions concerning the listing of OTC items as soon as possible. You MUST bid on all items for the region(s) that you are interested in.

Page 22 – G. Bid Submission Requirements:

- h. Complete and submit with the bid Attachment II, Certification of Delivery Capability, providing the required information (form attached):

Additional Question/Answer has been added. (Attached)

Bid Submission Checklist (Attached)

Electronic Funds Transfer (COT/GAD X-10) (Attached)

All other terms and conditions remain unchanged.

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April 29, 2008

Date

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Addendum #3

Issued: April 30, 2008

All persons who are known by the Issuing Office to have received the above-referenced RFP are hereby advised of the following revisions:

Questions from a prospective vendor

Q1: Clotrimazole Clear 1% under Holly Center says 30gm. Clear usually implies the solution. Gm's is the cream. Could you please clarify.

A1: Please substitute the word "cream" for the word "clear".

Q2: Puralube 50's under Holly Center. State 5ml. The unit dose packages are 1gm. It is an ointment. Could you please clarify.

A2: Please change the quantity to 100 and the unit size to 1 gm.

Q3: Holly Center The "bid price per unit." Is that the bid price per unit size, the size listed in column B?

A3: Yes.

Q4: Deer's Head Center: It states Bid price for usual size unit. Then it states total is col A x C X D. If you are providing the bid price on the entire unit, which it how it states "BID price for Usual size unit." the price is already the entire unit.

Deer's Head : Bid price for usual size unit means the price of e.g. all 30 tablets of acetaminophen. You then only multiply col A and C.

If you multiple for Deer's Head Col A x Col C x Col D, you are multiplying Col C twice as the price in Col D is already the total price of the entire size/package/bottle in Col C.

A4: You are correct. Column E should say that the Total is calculated by multiplying Column A (the number of prescriptions written) by Column D (the bid price for the usual size unit).

Q5: For Holly Center, The total number of units are based on providing the total price for the size of the unit in col B. e.g. 100 total number of unit, is 100 of the 473 ml bottles. The price in col C should be the price of the 473ml bottle.

A5: That is correct

All other terms and conditions remain unchanged.

This Addendum is issued under the authority of State Procurement Regulations, COMAR 21.05.02.08 and with the approval of the Procurement Officer DHMH.

April 30, 2008

Date

Gary J. Goldberg

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Procurement Officer, OPASS



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OPASS 09-9711 - Addendum #4

Issued: May 1, 2008

All persons who are known by the Issuing Office to have received the above-referenced RFP are hereby advised of the following revisions:

Questions from a prospective vendor

Q1: A brief description of prior pharmacy experience is requested. Is this for the pharmacy, or the primary pharmacist?

A1: In Part II, Under Mandatory Requirements: C1 refers to the pharmacy while C4 refers to the primary pharmacist. Information is needed on both.

Q2: I was under the impression that everything needed to be submitted in triplicate. The checklist seems to specify that only several of the items must be in triplicate. Should I submit everything in triplicate?

A2: We require only the Form 3982 in triplicate. I think that is consistent with the checklist.

Q3: Do we ignore the old bid sheets?

A3: Yes.

Q4: How are we to apply the 3% increase in the cost of OTC items that are bid?

A4: Increase the total, by facility, by 3% for each year. So, for example, if year one is \$25,000 then year two would be \$25,750, year 3 would be \$26,522.50 and so on.

Q5: Can an element of the bid involve accepting less than the \$3.00 service charge and/or the 10% allowable increase in it per contract year?

A5: No. Vendor can choose to reflect any expected discount in the monthly facility charge that is being bid. Vendor may, after award, always charge less than was bid or allowed but this is not an element of the bid.

Toll Free 1-877-4MD-DHMH • TTY for Disabled - Maryland Relay Service 1-800-735-2258

Web Site: www.dhmh.state.md.us

All other terms and conditions remain unchanged.

This Addendum is issued under the authority of State Procurement Regulations, COMAR 21.05.02.08 and with the approval of the Procurement Officer DHMH.

May 1, 2008

Date

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OPASS 09-9711 - Addendum #5 - Issued: May 2, 2008

All persons who are known by the Issuing Office to have received the above-referenced IFB are hereby advised of the following revisions:

Questions from prospective vendors:

Q1: May the OTC sheets be submitted to you in Excel format.

A1: Yes, so long as they are in the same order and in printed form.

Q2: Are you sure that you want quotes on items like Milk of Magnesia and Robitussin in unit dose sizes?

A2: Yes, if that is how it is specified.

Q3: "Primaxin 500mg vial" is the last item on the Holly Center list. This is a prescription item.

A3: Please DO NOT submit a bid on this item. It is on the list in error. .

Q4: Are 3 copies of the financial capability statements required?

A4: One is OK.

Q5: Who are the current vendors?

**A5: Western Maryland Hospital Center: HMIS
Deers Head Hospital Center: NeighborCare
Holly Center: NeighborCare
Rica Baltimore: Allied Pharmacy
Rica Rockville: Allied Pharmacy**

Q6: Please clarify number of deliveries required to be made to each facility.

A6: This was answered in the pre-bid meeting minutes. It is repeated here:

RICA – Baltimore and JLR require 2 deliveries per day, Monday thru Friday.

Western MD and Deer's Head require 2 deliveries per day, Monday thru Saturday.

Holly Center requires one daily delivery, 7 days a week.

Page 2
Addendum #5
DHMH/OPASS 09-9711

All other terms and conditions remain unchanged.

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May 2, 2008

Date

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OPASS 09-9711 - Addendum #6 - Issued: May 2, 2008

All persons who are known by the Issuing Office to have received the above-referenced IFB are hereby advised of the following revisions:

Questions from prospective vendors:

Question from a vendor:

Q: There are insulin items listed on the OTC pages. These would normally be covered under insurance. Should we still price them?

A: NO. Do NOT price any insulin item on any of the OTC forms.

In particular:

Omit the following from the Deers Head OTC listing.

NOVOLIN N 100 UNITS/ML VIAL

NOVOLIN R 100 UNITS/ML VIAL

NOVOLIN 70/30 100 UNITS/ML VIA

Omit the following from the Western Maryland OTC listing:

Lantus Insulin 100 Units/ml v1

Page 2
Addendum #6
DHMH/OPASS 09-9711

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May 2, 2008

Date

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